

POSITION DESCRIPTION

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| Position Title: | Paediatric Health Navigator Pathway to Good Health Program (Psychologist/Social Worker/Occupational Therapist/Nurse) |
| Award: | Dependent upon qualifications and experience |
| Classification: | Dependent upon qualifications and experience |
| Site: | This position is primarily based at our Kangaroo Flat site, however may be required to work from any BCHS site or outreach location as negotiated. |
| Hours per fortnight: | 76 hours per fortnight (1.0 FTE) or Part Time is Negotiable |
| Tenure: | Fixed Term- 12 months |
| Position description developed: | January 2026 |
| Responsible to: | Senior Leader Paediatrics & Early Years |

ABOUT BENDIGO COMMUNITY HEALTH SERVICES (BCHS)

BCHS is located across five sites in the City of Greater Bendigo, Central Victoria. BCHS has a proud 50-year history and provides more than 50 services across medical and allied health, family services, drug and alcohol, mental health, settlement services, health promotion and more, with a focus on vulnerable people and communities.

The organisation has more than 280 staff supporting people of all ages and stages of life to access quality, person-centred care. We foster a values-aligned, positive and thriving culture where staff feel safe and supported. Staff have clarity of roles and work in an environment of accountability. The success of BCHS is dependent on our staff who provide a high level of professionalism and dedication.

VISION

Better health and wellbeing across generations.

PURPOSE

Supporting you and your family to live healthy lives.

VALUES

Lived and Living Experience: We listen to understand. We value our communities, their backstories, lived and living experiences and cultures and learn from them to tailor our services.

Equity: We provide equitable and inclusive health and wellbeing services, ensuring they are culturally responsive and accessible.

People: We maintain a skilled, engaged and professional workforce, including people with lived experience, and enable a culture of continuous learning.

Partnership: We understand trust and partnerships are key to achieving our purpose. We listen and learn - and share our knowledge and expertise in collaboration and co-design with our community, ensuring we are providing local solutions to community need.

Integrity: We uphold the values of the Universal Declaration of Human Rights and approach all we do with kindness and respect. We are ethical in all we do.

Team Role

The Pathway to Good Health (PTGH) program sits within the Paediatric and Early Years service Area and includes allied health, nursing, care coordination and paediatrician hours.

The PTGH program aims to improve access and target services to better meet the health needs of children and young people entering out of home care in Victoria. Servicing the Loddon catchment, the program will ensure all children entering care for the first or subsequent time will have their health needs reviewed to ensure they receive the recommended age-appropriate health checks and are referred for necessary screening, assessment and/or treatment services relevant to their needs. Consultation and liaison with child protection and carers is a key part of the model, and children with more complex needs will be referred for a multidisciplinary assessment and the development of a health management plan.

The program will deliver services that are accessible and flexible, including outreach to community setting such as schools, early learning centres and residential care.

Position Role

The successful applicant will be responsible for delivering child and young person-centred care that responds to the needs of children living in out of home care. This is a dynamic role that involves working in collaboration with our multidisciplinary team and in partnership with Child Protection and our broader community to deliver holistic assessment and best care to children.

POSITION RESPONSIBILITIES

The responsibilities of the position are:

- Collaborate as a member of the PTGH team to support child and family access to the service and broader service system navigation.
- Participate in all relevant clinical and PTGH service meetings.
- Deliver holistic child centred care that responds to the changing needs of children.
- Gather information and facilitate service plans to minimise the need for children to repeat their story and to support tailored and coordinated care with therapeutic coherence.
- Utilise clinical knowledge and expertise to prioritise care to ensure children and young people receive the right care, at the right time and in the right place.
- Work with team members to undertake assessments and develop care plans for children.
- Contribute to a positive experience for children and families through the provision of family led care planning.
- Actively engage in the multi-disciplinary team to share information and practice knowledge in support of the best outcomes for children.
- Align all engagement with PTGH children with the client journey policies and procedures.
- Engage in ongoing education and skill development.
- Ensure recording of statistical data and documentation requirements within required timeframes.
- Other duties as directed.

KEY SELECTION CRITERIA

Essential

1. Tertiary qualification in Psychology, Social Work, Paediatric Nursing, or Occupational Therapy.
2. Current Registration with appropriate discipline peak body.
3. Experience in working in paediatrics.
4. Knowledge and appreciation of working as part of a multidisciplinary team.
5. Strong written and verbal communication skills, and an ability to build relationships and collaborate effectively with others.
6. Proven experience and knowledge in applying a strength-based approach and holistic wellbeing assessments with diverse families and disadvantaged communities.
7. Passionate about advocating and working under a neurodiversity affirming framework.
8. An understanding of the particular needs of working with clients from vulnerable and/or culturally and linguistically diverse backgrounds.
9. A current employee Working with Children Check and Driver's Licence.
10. The successful applicant will also be required to undertake and complete a Satisfactory National Police Check.

Desirable

1. Previous experience utilising electronic client management systems.
2. Demonstrated experience of practice and experience in working with children from vulnerable and/or culturally diverse backgrounds.

PROBATIONARY PERIOD

Employment with BCHS is conditional on satisfactorily completing a probationary period of six (6) months from date of commencement. During this period your performance will be reviewed with your manager and, assuming this is mutually satisfactory, your employment will be confirmed at the end of this period.

STAFF REVIEW & DEVELOPMENT (SRD)

Each BCHS staff member is required to participate in the annual SRD process. The SRD will be based on the position role and responsibilities and key selection criteria in addition to the relevant team plans and the following performance indicators.

Position Performance:

Demonstrate achievement of negotiated performance indicators specific to your position.

- Provide high-quality service delivery to consumers and their families.
- Demonstrate the ability to develop quality partnerships with key internal and external consumers and stakeholder.
- Demonstrate positive outcomes for consumers through appropriate management and interventions.
- Demonstrate a consumer-centred service delivery approach which meets individual preferences, needs and diversity.
- Demonstrate a holistic and integrated service delivery approach for consumers.

- Participate in supervision and professional development as negotiated with line manager.
- Knowledge and compliance with the BCHS privacy and confidentiality procedures.

Communication and Teamwork:

High level communication and interpersonal engagement that contributes to productive and collegial relationships between staff and with consumers.

- Display your capacity for self-awareness through reflection, planning and communication.
- Show evidence of your ability to work co-operatively within a team to achieve team goals.
- Establish and develop as key functions of relationship management, regular and professional communication with all your relevant colleagues.
- Demonstrate alignment and integration of practice according to BCHS' vision, values, and strategic directions.

Self-Management:

Demonstrated experience and understanding of the need for ongoing personal and professional development that contribute to self-satisfaction and professional growth.

- Continually develop personally and professionally to meet the changing needs of your position, career and industry.
- Demonstrate behaviours that lead you to achieving your goals.
- Demonstrate understanding and behaviour to reflect BCHS' values.

Administration and Documentation:

Through the use of the BCHS processes ensure that all administration and documentation requirements are initiated and completed in a professional and timely manner.

- Show evidence that the administrative tasks of your position are completed in an orderly, timely and accessible manner.
- Demonstrate that your documentation is completed in an accurate, legally and ethically compliant standard, and is produced to an appropriate professional standard.

Learning:

Demonstrated knowledge and application of the capabilities required for this position including knowledge and understanding of appropriate equipment, legislation, policies and procedures.

- Show evidence of knowledge and understanding of BCHS Strategic Directions and the ability to link key strategic directions to individual and teamwork plans and individual self-development.
- Demonstrate initiative and enterprise skills that contribute to innovative outcomes.
- Display an appropriate level of awareness of the implications for BCHS of decisions and situations that involve you and others.

DIVERSITY AND CULTURE

BCHS treats all people with respect; values diverse perspectives; provides diversity training opportunities; and provides a supportive work environment. BCHS is committed to employing people from diverse backgrounds and providing a workplace free from discrimination and harassment.

CHILD SAFETY

BCHS values children from all backgrounds and is committed to making our community a safe, nurturing and welcoming place for children to grow and develop. We are committed to making sure **all** children reach their individual potential.

OTHER ESSENTIAL REQUIREMENTS

Staff will:

- Complete all required probity checks **before** employment is confirmed.
- Provide vaccination information that meets the requirements for healthcare workers.
- Present a copy of original professional qualifications document or registration (if required).
- Receive and comply with BCHS' policies and procedures including the Code of Conduct.
- Actively contribute to continuous quality and service delivery improvement through the organisation.
- Be proactive in risk identification, notification and management.

BCHS believes that “*Quality is everyone’s business, safety is my responsibility*”

Co-operate with and contribute to BCHS Occupational Health & Safety procedures and participate in appropriate safety information and education activities as required.

OTHER INFORMATION

- Salary packaging would be available to the successful applicant.
- BCHS' Employee Assistance Program is available to employees and immediate family.
- BCHS is an equal opportunity employer.
- All BCHS sites are smoke and vape free workplaces.
- BCHS has a commitment to environmental sustainability.